

**Retirement Benefits Processing Supervisor**  
**Phoenix**  
**Salary: \$50,000 - \$55,000 annually**

The Financial Services Division of the Arizona State Retirement System is seeking a highly motivated proactive professional to fill the position of Benefits Accounting Supervisor in the area of Production Support. This area's responsibilities include the final review of new retiree benefits, complex survivor benefits beneficiary packets, all beneficiary payments, pension audits and adjustments, and final review of manually calculated processes.

Duties Include:

- Manage a staff of seven FTEs and three temporary workers
- Review and analyze work processes, make recommendations for improvement, and update procedures
- Ensure compliance with applicable federal and state legislation; evaluate internal controls
- Ensure processing deadlines are met
- Resolve complex issues including recognizing when an issue must be brought to the attention of legal advisors, actuary, custodial bank, program manager, or assistant director
- Develop and implement performance measures relating to accuracy, timeliness, and productivity
- Support the agency's IT plan, Strategic Goals and Objectives, and PRIDE Values

Knowledge, Skills and Abilities

- Three to five years pension experience dealing with complex benefits payable issues (retirement, forfeitures, survivor benefits) and pension calculations
- Three to five years supervisory experience
- Superior analytic and interpretation skills
- Superior skills in personal computers and databases (Excel, relational databases)
- Skill in directing, training, and reviewing the work of others
- Ability to navigate in and extract information from automated accounting systems
- Ability to communicate effectively with all organizational levels and with the public
- Ability to organize work processes and meet multiple deadlines with a high level of accuracy
- Ability to use sound judgment in decision making
- Ideal candidate will have bachelor's degree in accounting, mathematics, business administration, or related field

Interested applicants must apply online at [www.azstatejobs.gov](http://www.azstatejobs.gov) by 5:00 p.m., Friday, August 14, 2009. This position is not covered by the State Personnel Merit rules. AA/EOE.